



# **SNOWMOBILE NORTH DAKOTA'S GUIDELINES 2009**

**Snowmobile North Dakota**

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## Chapter 1: Snowmobile North Dakota Clubs

### 1.1 Club Requirements

To be associated with Snowmobile North Dakota (SND) the following requirements must be upheld.

- A. Clubs must carry current membership status with the organization. Membership status consists of the dues which are paid for business / associate and family / individual memberships. Please refer to Chapter 2, section 2.1 for more information on membership dues and requirements

### 1.2 Club Benefits

The following list describes the benefits which SND clubs receive.

- A. **Free sponsorship** on the Snodak News club page. A page in the Snodak News displays the clubs name and contact information that are associated with SND.
- B. Information such as articles and events submitted by clubs are displayed on the Club News and Events page in the Snodak News **free of charge**. All club press releases and other editorials will be displayed at the discretion of the Editor and could result in a fee, due to the extensive cost of printing the magazine. (It costs approximately \$200 a page for developing and printing costs.) The Club News section consists of club articles and the events are listed in a calendar displayed in the magazine. The calendar lists meetings and events.
- C. A **25% discount** is received when purchasing an ad in the Snodak News. This discount pertains to any size ad which is not allocated for the Club News section in the Snodak News. **Due to publishing deadlines, any ads received after the materials deadline may not appear in the current issue of the magazine. Late ads do not qualify for the 25% discount.**

## Chapter 2: Snowmobile North Dakota Membership

SND's membership period is from September 1<sup>st</sup> to August 31<sup>st</sup> of each year.

### 2.1 Membership Classes & Packages

SND has two types of membership classes. When joining SND, membership status can either be affiliated or non-affiliated.

**Affiliated Memberships:** These memberships belong to a club which is involved with SND and have the right to vote.

**Non-Affiliated Memberships:** These memberships do not belong to a club which is involved with SND and do not have the right to vote. These memberships pay directly to SND and do not have association with a club. Please refer to section 2.4 for more information on voting rights.

After classifying if the memberships are affiliated or non-affiliated, the member has the option to purchase between to membership packages.

**Membership packages:**

**Business/Associate Memberships-** This membership package costs \$31.00 on an annual basis. The major benefit of this package is the business receives promotion on the Associates Memberships page in the Sno-Dak News.

**Individual/Family Memberships-** This membership package costs \$20.00 on an annual basis. Please refer to section 2.3 for membership benefit information.

## 2.2 **Membership Requirements**

The following items need to be completed in order to have valid membership status with SND.

**Memberships Costs:**

Business / Associate Memberships	\$31.00
Family / Individual Memberships	\$20.00

- A. Complete all the necessary forms for the business / associate memberships, family / individual memberships, and the current club officers. (The club officer form does not require payment. Please list officer dues on the family / individual membership form.)
- B. Fill in all of the columns on the membership forms. On the bottom left hand corner of the form it will state if there is a column which is exempt from this rule. The information requested on the form is required in order to receive the Snodak News and other newsletters from SND. If a member is renewing his / her membership, still fill out the required information. **The new individual/family membership form request the number of individuals in a family membership. This information is being obtained to boost SND's membership numbers.**
- C. **Please print legibly or if possible type the membership roster.** A minimum of a 10 point font is required when typing the forms.
- D. All memberships are due on September 1<sup>st</sup> of each year and have a renewal period through December 1 of each year. However, after December 1<sup>st</sup> members whom have not renewed membership will not receive the Sno-Dak News. If memberships are still being received after this date, still submit them to SND because the additional memberships will be counted towards the next years voting delegates.

- E. Please contact the Program Manager if more membership rosters are needed. These forms are also available on the SND website.  
[www.snowmobilend.org/resources/forms](http://www.snowmobilend.org/resources/forms)

## **2.3 Membership Benefits**

The following items describe SND's membership benefits.

1. Statewide advocacy.
2. Subscription to the Snodak News.
3. Touring and trails information.
4. The opportunity to take part in local, regional, statewide, and national events.
5. Learning new areas to ride snowmobile.
6. Opportunity to gain knowledge about snowmobiling through club meetings and speakers.
7. A feeling of belonging to a common bond of experiences.
8. Promote and understand safe snowmobiling.
9. Protect and preserve the rights and freedoms to enjoy the sport.
10. Assist in Search and Rescue missions.
11. Help preserve and promote our natural habitat.
12. Helping to provide groomed trails.
13. The ability to enjoy snowmobile recreation in a family-related environment.
14. Helping to discourage bad snowmobiling practices.
15. Information and promotion of snowmobile safety education in North Dakota.
16. Promote non-littering in the areas you ride.
17. Calendar of events by club and state associations.
18. Meet new people and make new friends.
19. Club membership provides recognition to members from state and federal agencies and prestige in that recognition.
20. Free \$3,000.00 accidental life insurance policy.  
\*Please note the Accidental Death and Dismemberment coverage is only available for individual/family memberships.\*

## **Chapter 3: Snodak News**

SND publishes the Sno-Dak News **six** times per year through the months of **October** to March. The Sno-Dak News is used as a marketing tool for the organization and the member clubs. It is a way of communicating club news and events.

Members of SND will receive an automatic subscription to the Sno-Dak News.

### **3.1 Deadlines**

All space reservations are due on the first of the month prior to the issue the ad is to be published. Ad materials are due on the first of the month prior to the issue the ad is to be placed in, **no exceptions**. This material can be emailed, faxed, or mailed to the Program Manager.

### 3.2 Articles

**National News:** If there are articles you feel have sufficient justification with SND business, please feel free to contact the Program Manager or send the information to the office. Suggestions are appreciated.

**Local News:** Clubs belonging to SND can submit club news articles and events to the Editor of the Sno-Dak News. All articles and events will be published at the discretion of the Editor. The Sno-Dak News is a promotional tool the clubs can use to promote club events and news. The local news page will only list club events, articles, and pictures. Advertising on an upcoming event is not considered local news and the club will be charged for the ad.

### 3.3 Advertising Rates

**Advertising Rates - These are Net Prices (Non-Commissionable)**

#### **Base Rates**

<b>Full Page Spread:</b>	<b>\$1,544.00</b>
<b>Page &amp; 1/3 Spread:</b>	<b>\$1,048.00</b>
<b>Full Page:</b>	<b>\$772.00</b>
<b>Half Page:</b>	<b>\$446.00</b>
<b>1/3 Page:</b>	<b>\$331.00</b>
<b>1/4 Page:</b>	<b>\$221.00</b>
<b>1/6 Page:</b>	<b>\$166.00</b>
<b>Business Card Size:</b>	<b>\$110.00</b>
<b>Budget Ad:</b>	<b>\$61.00</b>
<b>Classified Ad-Members:</b>	<b>\$10 / 20 words, \$.50 each additional word</b>
<b>Non-Members:</b>	<b>\$20 / 20 words, \$.75 each additional word</b>

\*2-Color Ads: Add 15% to general rates; 4-Color Ads: Add 25% to general rates (the minimum color charge is \$25)

\*10% Discount for New Advertisers on the first insertion order.

\*10% Discount for SND Associate/Business members.

\*A full page ad is 7 ½" wide X 10" high.\*

\*SND's member clubs will receive a 25% discount when purchasing an ad.\*

\*SND will work with the clubs and trail associations which host the SND convention and state ride. The clubs will each receive one full page ad for the events.\*

### 3.4 Submitting Pictures

**Background Information:**

A megapixel refers to one million pixels, and is commonly used in reference to digital cameras as an indication of resolution capability. A pixel is a tiny square on a computerized display that is so small it appears as a dot. The display screen is a solid grid of these squares or dots, which can be easily seen with a magnifying glass. The more pixels or dots that make up the display screen, the clearer the resolution or image will be. Greater numbers of dots or pixels allow for more refinement of the image, which results in higher, truer image replication.

When it comes to digital cameras, the picture quality capability is measured in megapixels. For example, a 3.1 megapixel camera can take pictures with a resolution of 2048 x 1536, which equals 3,145,728 pixels. That is, the resulting image will be made up of 3.1 megapixels, or over three million dots. Printers measure quality in DPI (dots per inch). A printer capable of only 300 DPI will not print the 3.1 megapixel image in its native high quality. It's simply not capable of reproducing the fine detail. Instead the image may appear grainy. If you wish to print photos, be sure the printer is well suited to the capabilities of your digital camera.

The number of megapixels required to suit your needs depends on what the camera will be used for, and what size prints are desired, if any. The higher the resolution – or greater the megapixels – the more flexibility the camera will have in terms of being able to deliver high resolution prints in large sizes, such as 8x10. Most cameras as of fall 2005 are 3.1 megapixel or better.

**Submission of Pictures:**

Pictures submitted for the Sno-Dak News must be at least taken with a 2 megapixel camera. A minimum of 300 DPI at reproduced size is required in order for the picture to be placed in the magazine. Pictures files in a GIFF or BMP format are not acceptable because this is the lowest quality picture format. JPG's are acceptable for inner material but not front or back cover material. The highest quality picture format is an EPS file with TIFF files coming in the second best for quality.

**3.5 Cash-Back Program**

Help find advertisers for the Sno-Dak News and receive cash-back for the local club. Clubs can help recruit new advertisers for the Sno-Dak News and in return the club will receive 25% of the proceeds back the first time the ad is published. If the advertiser renews ads the following season, the club will receive 10% of the proceeds back.

**Chapter 4: Rhoda Greenup Scholarship Fund**

The SND, Rhoda Greenup Scholarship Fund was established in appreciation of the many years Rhoda Greenup faithfully published the Snodak News for SND. The funds used to initially start the scholarship were profits transferred to SND from the many years of a successful snowmobile newspaper. The purpose of the scholarship is to provide financial assistance to a high school or college student whom is planning on or attending an institution of higher education.

#### **4.1 Scholarship Funding**

The funding for the scholarship program consists of funds which were transferred from the Snodak News when Mrs. Rhoda Greenup retired from publishing the Snodak News. Other contributions to the scholarship fund are accepted. The interest earned from the scholarship fund are expended each year and at no time are the principal funds spent.

#### **4.2 Scholarship Management**

The SND Board of Directors is charged with managing and expending monies from the fund.

#### **4.3 Scholarship Eligibility**

Any person whom completed the North Dakota Snowmobile Safety Course and whose parents have been members of SND from that time to the date of application for the scholarship is eligible to apply for the scholarship. The student must be of college age and the scholarship will be provided for the same school year as the application date. The scholarship is for one year. A person can only receive the scholarship once.

#### **4.4 Application, Criteria & Disbursement**

1. High school seniors or college students going on to a college of their choice are eligible. A person can only receive the scholarship once.
2. Applicant must have taken the North Dakota Snowmobile Safety Course and whose parents have been members of SND from that time up to the date of application for the scholarship.
3. Entries will not be judged by financial need.
4. The scholarship funds will be paid directly to the college of the student's choice.
5. Application must be received by April 1<sup>st</sup> of the year to SND 1600 E Century Avenue, Suite, 3 Bismarck, ND 58503-0649.
6. On a separate sheet of paper write an essay in 500 words or less on the subject "How would you generate excitement for snowmobiling in North Dakota.
7. The SND Scholarship Committee will choose the successful applicant.

### **Chapter 5: Snowmobile North Dakota Grant Program**

#### **5.1 Eligibility**

To be eligible for the SND Grant Program, the applicant must be a member club of the organization meeting the club requirements.

#### **5.2 Grant Fund Usages**

The following items are examples of what the grant funds can be used for, however, the member club is not limited to these suggestions. Please note the grant program cannot be used to purchase trail signs, trail insurance, or for grooming expenditures.

- A. Warming House
- B. Trail Safety & Improvement
- C. Public Awareness of Trail System (Trail Head Signs)
- D. Enhance Community or Charity Project
  - 1. Purchase advertising for a charity event
  - 2. Purchase equipment used at a fundraiser

### **5.3 Grant Amount**

The grant amount is to be determined by the SND Board of Directors considering the following criteria.

- A. SND will award up to 3 projects per year
- B. The amount is to be based on fund availability
- C. The maximum amount will cover 70 percent of the total project cost

### **5.4 Grant Dispersal**

The following criteria must be followed in order to be considered for a grant.

- A. All entries must be submitted in writing to SND one week in advance of the state convention.
- B. The recipients **must return invoices** or proof of grant expenditures **prior to payment**. All invoices for the grant related expenditures must be submitted by June 1<sup>st</sup> within the same fiscal period the grant was awarded in order to receive payment. SND's fiscal period is from July 1<sup>st</sup> to June 30<sup>th</sup> of each season.
- C. The grants are to be announced at the SND State Convention.

### **5.5 Grant Deadline**

Grants are due on the Friday, one week in advance of the Board of Directors meeting held in conjunction with the Annual Meeting, no exceptions.

## **Chapter 6: Director Responsibilities**

SND is managed by a Board of Directors that are charged with administrating the snowmobile program. There are 10 Board of Directors with Director positions running two year terms. Each region holds elections annually electing one Director each year. The Directors are elected by the regional members attending the annual meeting.

### **6.1 Board Assignments**

The Board manages SND and is contracted by the North Dakota Parks & Recreation Department to manage the state snowmobile trail program. The Board meets as needed and is charged with the following assignments:

1. Trail Maintenance/Repairs
2. Trail Development/Enhancements
3. Trail Commendations/Complaints
4. Trail Insurance
5. Trail Signing
6. Trail Marketing
7. Equipment Purchases/Updates
8. Equipment Maintenance/Repairs
9. Financial Plan/Resources
10. Staffing/Employees/Reviews
11. Contractual Agreements
12. Legislation
13. Coordinate with Trail Associations
14. Association Membership
15. Promotion of SND and Safe Snowmobiling
16. Honoring/Recognition of Awards
17. Distribution of Grants & Scholarships
18. Annual Convention/State Ride
19. Bylaws/Constitution
20. Board of Director Elections/Nominations
21. Sno-Dak News
22. Coordinate with Clubs/Members

The SND committees are set by the President and consist of members of the Board of Directors. The committees are intended to compile research and complete projects slated to each committee. The committee will consist of a Chair and three or four members selected from different geographic regions. The Chair and no more than one member can be selected from the same region. The number of committee members and the Chair are assigned by the President. Board of Director members may inform the President if they wish to participate in a certain committee.

### **6.2 Board of Director Duties**

As a SND Board member, the Board has assumed the responsibilities and duties of directing and pursuing the best interests of the organization. Each Board member must complete the following criteria.

- A. Meetings of the Board of Directors are important and it is highly suggested to participate in the meetings in which the Board member has been elected too. If a Board member or an Officer receives more than three unexcused or four excused absences, another Board member may be chosen to replace them.
  - a. Board members must contact the Program Manager five days in advance if they are unable to attend a meeting.
  - b. If a Board member is unable to attend a meeting, the Board member may appoint someone to represent them for their region. If a proxy is present at the meeting, this would not be considered an absence for the Board member.
  - c. Clubs and/or trail associations can invite the SND Board of Directors to host a Board of Directors meeting in their region. All invitations must be sent to the SND office one month in advance of the scheduled meeting.
- B. Visit each club in your area and attend at least one of the club's meetings per year. This can be divided among the two regional Directors. Assist with the organization and implementation of new clubs within your region. Report on events and activities within your region at the Director's meetings.
- C. Visit the snowmobile dealers in your area and ask how SND can help them. Encourage them to become associate/business members of SND and to become personally involved in the local clubs and events.
- D. Solicit advertising for the Sno-Dak News. Let the Editor know of your contacts so the Editor may finalize the ads. Encourage patronization of those businesses which advertise.
- E. Keep informed about current legislation which concerns snowmobiling by attending any hearings where the resulting changes may affect snowmobiling. Notify people in your region of upcoming legislation to gain support through their presence at these hearings.
- F. Solicit associate/business memberships for SND among those businesses which supply and service the snowmobiling industry in any way. Promote the benefits of becoming associate members of SND to prospective members.
- G. Promote youth snowmobile safety education. Ensure relationships with the clubs and the North Dakota Parks & Recreation Department have been developed for proper scheduling of snowmobile safety classes.
- H. Each Board member will be placed on at least one committee and is encouraged to volunteer for the committee which is of most interest.

- I. Comply with all duties given which are approved and passed at all meetings.
- J. Work with the regional Trail Coordinators and Club Representatives on the guidelines and administration of SND to help with public education.

Board members receive mileage reimbursement for attending their prospective meetings. This reimbursement is strictly meant for Board members incurring fuel costs to attend SND meetings.

The Board members work with the International Association of Snowmobile Administrators (IASA), International Snowmobile Council (ISC), American Council of Snowmobile Associations (ACSA) and the Midwest Chapter, International Snowmobile Manufacturer's Association (ISMA), International Snowmobile Media Council (ISMC), and the International Snowmobile Tourism Council (ISTC). Board members may be selected to attend these meetings to represent North Dakota's snowmobile program.

The President shall have discretion over canceling a Board of Directors meeting due to the lack of a quorum or lack of agenda items.

## **Chapter 7: Snowmobile North Dakota Web-site**

### **7.1 Web-site Usage**

The SND Web-site has been created for public and membership purposes to relay information about the organization to the general public. Please refrain from making inappropriate comments in the web-site forum. The forum is meant for purposes such as club members reporting meetings and other SND or club / trail association business.

SND members may join the forum free-of-charge to post information pertinent to the snowmobile industry. In order to join the forum, please follow the below instructions:

1. Access [www.snowmobilend.org](http://www.snowmobilend.org)
2. Select Resources
3. Select Snowmobile Forum/Message Boards
4. Select Register
5. Agree to the terms & agreements, complete the requested information, select submit  
(Make sure to submit the correct email address!)
6. The registration acceptance could take up to 24 hours
7. An email is sent to the registrant once the registration has been accepted

### **7.2 Calendar Page**

Club members can join the forum on the SND website free-of-charge. This membership provides access to the forum, calendar, and photo gallery allowing the member to post the latest information or events and share pictures with other members. All visitors to the website can view this information, however, they are not eligible to post information unless they are a member of the organization and the forum. Dates for club and trail association events can be

submitted to the Program Manager as well. The information submitted will be placed in the Snodak News and posted on the web-site. This is a great place to promote club and trail association events.

### **7.3 Local News**

Members can place local information on the forum providing they are a registered member of the forum. Articles submitted to the Program Manager regarding clubs / trail associations information will be placed in the Snodak News and posted on the web-site. All articles and events will be published at the discretion of the Editor.

### **7.4 National News**

Members can place national news on the forum providing they are a registered member of the forum. Articles can also be submitted to the Program Manager for possible publication on the website and in the Sno-Dak News. These articles can be from magazines, newspapers, Internet, etc.

### **7.5 Club Membership**

The website will display the membership numbers for each club associated with SND. These numbers will be updated on a monthly basis and will reflect renewed and new memberships.

## **Chapter 8: Snowmobile North Dakota Convention and State Ride Guidelines**

### **8.1 Nomination Process**

Each club has the opportunity to host the SND Convention and the State Ride. The clubs which are interested in hosting these events must submit a bid to the Program Manager one week in advance of the state convention. The bids for both events will be reviewed and discussed at the specified Board of Directors meeting and announced during the annual meeting at the state convention. The Board of Directors meeting date will be set at least two weeks in advance of the meeting and displayed on the SND website. All final decisions will be set at the Board of Directors meeting.

### **8.2 Requirements**

The club (s) which receives the winning bid (s) will work with the Program Manager and the Convention Committee regarding meeting rooms and classrooms. As for all other events which are scheduled during the event, SND will have no relation to the event.

### **8.3 Cancellation of Events**

The clubs hosting the event (s) shall have discretion over cancellation of the event (s).

## **Chapter 9: SND Booths**

If a club and/or trail association is interested in hosting a SND booth at a local event, please submit all booth information to SND 60 days in advance of the event. The SND Board of Directors will review the information and discuss final approval for the booth and booth payment. SND will provide materials for the booth, however, the club and/or trail association is responsible for providing workers for the booth.

### **9.1 SND Convention Booth**

The SND Board will schedule the workers for the booth.

## **Chapter 10: Forms**

### **10.1 Membership Forms**

A. Individual/Family Membership Form



Individual / Family Membership Form

Club Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Phone#: \_\_\_\_\_  
 Date: \_\_\_\_\_

Revised 8/09

N/R	I/F	#	Last Name	First Name	Spouse	Mailing Address	City	State	Zip	Phone	Email
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
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29											
30											

\*ALL COLUMNS MUST BE COMPLETED WITH THE EXCEPTION OF EMAIL.\*

\*SECOND COLUMN: N stands for New Membership, R stands for a Renewal Membership.\*

\*THIRD COLUMN: I stands for Individual Membership, F stands for Family Membership.\*

\*FOURTH COLUMN: this column only needs to be completed for Family Memberships. Please list the number of members in the family.\*

\*EACH INDIVIDUAL / FAMILY MEMBERSHIP COUNTS AS ONE MEMBER FOR VOTING PURPOSES: SND BYLAWS

B. Associate/Business Membership Form



Associate Membership Form

Club Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Phone#: \_\_\_\_\_  
 Date: \_\_\_\_\_

Revised 8/09

1	N/R	Business	Contact	Mailing Address	City	State	Zip	Phone	Email
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
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21									
22									
23									
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25									
26									
27									
28									
29									
30									
Total Payment: # of Associate Members [ _____ ] X \$31 =									

\*ALL COLUMNS MUST BE COMPLETED WITH THE EXCEPTION OF EMAIL.\*

\*SECOND COLUMN: N stands for New Membership, R stands for a Renewal Membership.\*

\*EACH ASSOCIATE MEMBERSHIP COUNTS AS ONE MEMBER FOR VOTING PURPOSES: SND BYLAWS

C. Club Officer Form



**Club Officer Form**

Club Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Phone#: \_\_\_\_\_  
 Date: \_\_\_\_\_

Revised 7/06

Position	Name	Mailing Address	City	State	Zip	Phone	Email
President							
Vice President							
Secretary							
Treasurer							
Trail Coordinator							

**\*ALL COLUMNS MUST BE COMPLETED WITH THE EXCEPTION OF EMAIL.\***

\*This form does not require payment. Please list officers dues on the membership roster.\*

Club Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*The club mailing address will receive all club correspondence from SND.\*

Please check which address to list in the Sno-Dak News.  
 Club President's: \_\_\_\_\_  
 Club Mailing Address: \_\_\_\_\_

### Chapter 11: Chain of Command

